

### INTERNAL AUDITOR

# Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of professional duties related to the internal audits of the financial and operational efficiency and effectiveness of various programs, policies and procedures throughout City divisions and departments; to examine reports, records, and books to determine compliance with applicable ordinances, regulations, and contracts; to ensure transparency and accountability over the use of public funds.

## **Supervision Received and Exercised:**

Receives direction from the City Auditor. May provide functional and technical support to less experienced staff.

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Perform a wide variety of duties involved in the internal audits of departments, divisions, programs, and contracts to determine legal and financial compliance with applicable ordinances, regulations, and contractual agreements.
- Perform a variety of professional audits related to the financial and operational efficiency and effectiveness of various functions, programs, policies and procedures throughout City divisions and departments; to audit books and records of concessionaires working under agreement with the City.
- Perform audits of various City departments, programs, functions and systems to determine whether adequate and appropriate internal controls are in place to safeguard public resources and whether policies and procedures facilitate the City and its departments in delivering superior service and sustainable practices.
- Identify areas of non-compliance, internal control weaknesses, and other irregularities; clearly articulate associated risks and recommend effective corrective measures; exercise initiative and independent judgment to make decisions and recommendations based on facts and information available; prepare appropriate working papers to provide supporting documentation of audit procedures performed, methodology, and results.

# CITY OF TEMPE Internal Auditor (continued)

- Prepare and present concise, comprehensive formal written audit reports that include observations and recommendations for the correction of internal control weaknesses, ineffective or inefficient operations and any other identified risks.
- Responsible for the administration, development, and continuous improvement of various Internal Audit operations and programs such as the employee suggestion and reporting program, continuous auditing, newsletter, and data mining.
- Performs a wide variety of management studies and consulting projects under the direction of the City Auditor; attend and participate in a variety of meetings as necessary and perform related duties as assigned.

#### **Minimum Qualifications:**

#### **Experience:**

Three years of increasingly responsible internal auditing or public accounting experience, including financial, IT, or performance auditing experience.

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, auditing or a degree related to the core functions of this position.

#### Licenses/Certifications:

At the time of application, requires a current, valid professional certification in one of the following areas:

- CIA Certified Internal Auditor
- CPA Certified Public Accountant
- CMA Certified Management Accountant
- CFE Certified Fraud Examiner
- CISA Certified Information Systems Auditor
- CGAP Certified Government Auditing Professional
- or an equivalent professional certification related to the core function of this position

#### **Examples of Physical and/or Mental Activities:**

(Pending)

#### Competencies:

## CITY OF TEMPE Internal Auditor (continued)

(Pending)

Job Code: 363

Status: FLSA Exempt / Classified